

# memorandum

DATE: December 7, 1995

REPLY TO

ATTN OF: STTD

SUBJECT: Request for Services Letter, Funds-In Agreements

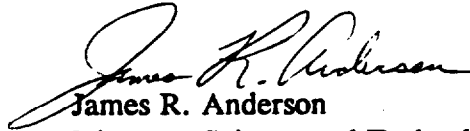
TO: Al Busch, Industrial Relations Office, MS C334, LANL  
Mary Monson, Org. 4200, MS 1380, SNL/NM  
Charles Hobbs, ITRI  
Martin Wilhite, Applied Technologies, M&H  
Phil Lutz, Lockheed-Martin Specialty Components  
Sam Marutzky, RUST Geotech

Effective immediately it will not be necessary for non-federal entities to write a formal letter to this office requesting the services of DOE contractors. In the past, for purposes of maintaining metrics, we used the date we transmitted the sponsor's formal request for services to you as the date in which the clock started for proposal preparation. Since we will no longer be receiving a letter from the sponsor, please use the following definition as the date proposal preparation begins:

Date contractor's principal investigator initiates preparation of the work for others proposal. This date may follow preparation of a preliminary statement of work, a preliminary cost estimate, and discussions with the potential sponsor. This is not the date when the proposal is ready for the contractor's internal review process.

Each proposal package should include this date so that we may record and report metrics.

If you have any questions or comments regarding this matter, please call Yolanda N. Bolivar at (505) 845-5117.

  
James R. Anderson  
Director, Science and Technology  
Transfer Division

cc:

J. J. Kaltefleiter, AAO  
K. Ragus, PAO  
L. Ball, GJPO